

# Supplemental Qualifications Statement

## Criminal Investigator, GS-1811-5/7

The knowledge, skills and abilities (KSA's) identified below are important to successful performance as a Criminal Investigator. The extent to which you possess these, factors will be evaluated by a review of your experience and training. To ensure that you are given every opportunity to provide the information needed to assess your qualifications, please complete this form and submit it with your SF-171, Application for Federal Employment. If the space provided is not sufficient for your response, additional sheets of paper may be attached to this form. A response to each factor is not required. NOTE: Uniformed Division Officers should not relate routine protective duties in responding to these job factors; they will be considered automatically.

**KSA 1. ABILITY TO WORK AND DEAL EFFECTIVELY WITH INDIVIDUALS AND/OR GROUPS OF PEOPLE.**  
Specify experience (work, school, volunteer organizations, etc.) in which you have demonstrated your ability to work and deal effectively with individuals and/or groups. Describe the situations you were in, specific difficulties you overcame, and the results of your efforts.

**KSA 2. ABILITY AND WILLINGNESS TO ACCEPT RESPONSIBILITY AND MAKE DECISIONS.**  
Describe experiences (work, school or others) in which you have volunteered or been required to accept responsibility and/or make decisions either independently or with minimal supervision.

KSA 3. ABILITY TO READ AND INTERPRET WRITTEN INSTRUCTIONS, POLICIES AND PROCEDURES.

Describe situations in which you have had to read and interpret different types of written material (instructions policies and/or procedures). Be specific about instances where such instructions were not detailed, specific enough or were confusing. What steps did you take clarify and execute those instructions in order to obtain desired results?

KSA 4. ABILITY TO INTERPRET AND FOLLOW ORAL INSTRUCTIONS.

Describe instances (work, school or other) where you have had to follow oral instructions. Be specific about experiences where such instructions were not detailed, not specific enough, or were confusing. What steps did you take to clarify and execute those instructions in order to obtain desired results?

**KSA 5. ABILITY TO WRITE LOGICALLY - SEQUENCED REPORTS**

Describe experiences (work, school, or other) where you were required to research, prepare, and write logically sequenced reports. Specify positions you have held (volunteer, paid, self-employed) where your writing skills proved to be a factor in your success (i.e., for student/commercial newspaper, etc.).

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**KSA 6. ABILITY TO PRESENT IDEAS ORALLY, SKILL IN ORAL EXPRESSION.**

Specify instances where you volunteered or were required to make oral presentations. How were these presentations received by your audience? How you received any awards or commendations for your oral presentations? What other activities have you participated in to enhance your skill in oral expression (public speaking courses, active membership in a Toastmaster's chapter. Speaker's Bureau, etc.)?

KSA 7. WILLINGNESS TO DEVELOP PROFICIENCY IN THE USE OF FIREARMS.

Describe experiences you have had in the use of any firearms. Specify types of firearms you have a familiarity with. Be specific about any organizations you belong to which have afforded you the opportunity to develop a proficiency in the use of firearms (Military, Law Enforcement Organization, and Pistol Clubs, etc.). Rifle

KSA 8. ABILITY TO PERFORM SPECIAL AGENT DUTIES.

Specify the experience (work, volunteer, military, school, etc.) and/or training /education (college, courses military, private, etc) you have acquired which enhance your qualifications to perform the duties of a special agent. Explain how these relate to law enforcement generally and to a Secret Special Agent specifically.

Name, (please print)

Signature

Date